



COVID-19 Emergency Operations Center

SOP No: MS-134
Draft Date: 4/8/2022

Standard Operating Procedure

Subject: Room Assignment Procedure at Medical Sheltering Sites

1.

2. Introduction

The purpose of this Standard Operating Procedure (SOP) is to establish the procedure for patient room assignments at a Medical Sheltering Site. The room assignment procedure will support the success of the patient completing quarantine and ensure patient and staff safety.

3. Facility Background

The Vagabond Inn Quarantine and Isolation site is a 71-room, 2-story motel located in the South Los Angeles area with high-levels of noise pollution and foot traffic. The Vagabond Inn facility has a total of 5-family rooms, which include a main room with a king bed and an extra room with 2-twin mattresses and 3-ADA compliant rooms. The division of wings are based on the proximity of the nurses' station, security office, case management office and neighboring apartment building.

4. Procedure

1. Room assignments will be conducted using the following procedure:
 - Patients with mobility limitations must be placed on the first floor
 - Patients with a history of suicidal ideations or attempts must be placed on the first floor
 - If available, all patients with severe mental health concerns must be placed on the first floor
 - Patients will be placed into designated facility wings based on physical health, behavioral health, and mental health concerns
 - Rooms will be assigned alternating rooms to keep a 6-foot distance, if possible
2. Medical Sheltering Staff will refer to the Vagabond Bed Locator when conducting room assignments

5. Vagabond Bed Locator

VAGABOND BED LOCATOR																				
		1 King	1 King	1 Queen	1 King	1 King	1 King	1 King/2 Twin	1 King	2 Queen										
		216	217	218	219	220	221	222	223	224	225	226	227	228	229	230				
		116	117	118	119	120	121	122	123	124	125	126	127	128	129	130				
2 Queen	215	215	2 Queen	1 Queen	1 Queen	1 Queen	1 Queen	1 Queen	1 Queen	1 Queen	1 Queen	1 Queen	1 Queen	1 Queen	2 Queen	2 Queen ADA	131	231	2 Queen	
2 Queen	214	214	2 Queen														2 Queen	132	232	2 Queen
2 Queen	213	213	2 Queen														Intake Security Post			
2 Queen	212	212	2 Queen																	
1 King/2 Twin	211	211	111	1 King/2 Twin																
1 King/2 Bunk	210	210	110	1 Queen																
1 King/2 Bunk	209	209	Laundry Room																	
1 King	208	208	108	1 King ADA																
1 King	207	207	107	1 King ADA																
1 King	206	206	106	1 King																
1 King	205	205	105	1 King																
1 King	204	204	104	1 King																
1 King	203	203	103	1 King																
1 King	202																			
		Storage Security Post			KEY															
					Red Font		Hardwood Floors													
					Blue Font 205-208		Active SUD													
					103-106		Severe PH and/or High BH/MH Concerns													
					212-219, 110, 112-119		High BH/MH Concerns													
					120-132		Severe PH, Low BH/MH Concerns													
					220-232		Low/Moderate PH, Low BH/MH Concerns													
					111, 122, 210, 211, 222		Family Rooms													
					203-204		Buffer Rooms/290													
					108-		ADA Room, Roll-in Shower													
					107, 131		ADA Rooms, Tub													
					Gate 1 Security Post															
					Gate 2 Security Post															
					Storage Security Post															

